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MAJOR OBJECTIVES/ACCOMPLISHMENTS
FBI PERSONNEL SECTION

Provide centralized administration of personnel, pay, and staffing matters for approximately 23,000 employees.

Establishment of a Career Counseling Program for support employees.

Development of a Merit Promotion Plan for support employees.

Development of valid entry- and promotional-level criteria for support positions based on an in-depth job/task analysis. In this regard are currently working with ARRO Corporation toward this end.

Use of automated personnel data (skillsbank) thereby enhancing the FBI's ability to make full use of an employee's knowledges, skills, and abilities.

Implementation of a new personnel/payroll/time capture systems.

Monitor usage of personnel resources to ensure that needs are met either through posting of positions or recruiting.

Enhance recruiting efforts through use of all resources, i.e. media advertising, on campus recruiting, participation in career fairs, open houses, etc.

Make full use of Government-wide programs such as Cooperative Education Program, Presidential Management Intern Program, White House Fellowships, and the like.

Internal FBI programs for Honors Interns, Summer Employment, Temporary Limited Employment for Students (high school), part-time employment, compressed and flexitime programs, enhance recruiting efforts.

Provide full range of employee benefits and assistance programs to ensure the safety and health of all employees. Provide preretirement program and counseling; implement mandated Drug Deterrence Program; fitness-for-duty physical examinations on an annual basis; provide training in-house and through GETA.

Make full use of authorities with regard to incentives awards program including granting of Quality Step Increases; Performance Based Cash Awards; and suggestion awards.

Compensate FBI management officials and supervisors in grades GS 13 through GM 15 for superior performance and accomplishments under the Performance Management and Recognition System.

Implement a Senior Executive System for supergrade employees.

Seek relief in the form of cost-of-living allowances for employees in high cost areas.

Seek "Special Salary Rates" for hard to fill occupational groups. Ensure that the FBI is included in any special rate studies being conducted by other agencies. Continue to implement approved special rates now in force.

Establishment of off-site and regional word processing and indexing centers away from major metropolitan cities to take advantage of local workforce not desiring to commute.